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25 April 1951

MEMORANDUM FOR: DIRECTOR OF TRAINING, CIA ✓  
CHIEF, TRD (Attn: Chief, Assessment Staff)

SUBJECT: Report and recommendations relative to OPC  
assessment requirements and utilization.

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ENCLOSURE: (a) Report of [ ] Consultant,  
dated 19 April 1951, Subject: same as  
above.

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1. [ ] an OPC consultant, has just completed a ten-day tour of duty in this Office in order to appraise the OPC assessment requirements and the existing TRD assessment program and facilities. This survey was initially planned several months ago with the support and approval of the then Chief of the Assessment Staff, TRD, [ ] During the study, the present Chief of the Assessment Staff, Dr. [ ] and all other personnel involved provided invaluable assistance and cooperation for which this Office is most appreciative.

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2. The many problems of personnel administration inherent in OPC operations and activities are well known and need not be repeated. However, the primary and most compelling reason why an efficient and complete assessment program for OPC personnel is required is that at the actual "point of operation," in most cases, it is impossible to properly supervise OPC personnel. This necessitates a very careful selection and training of OPC-type personnel.

3. [ ] was asked to analyze and appraise OPC requirements and the present assessment facilities, with particular reference to:

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a. The effectiveness of the assessment program as operated by TRD, with suggestions for possible improvement in order to better fulfill the special requirements of OPC.

b. The extent to which two-day assessments should be utilized in connection with the screening of applicants,

and, also,

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and, also, during the training cycle of new employees.

c. The utilization of some form of psychological testing (other than full assessment) as a general screening device for all applicants.

d. The utilization of two-day assessments or other testing procedures in connection with promotions or internal transfers to different areas of work.

e. The feasibility of utilizing some form of assessment or testing overseas for indigenous personnel, as well as for

[REDACTED]

4. A copy of the report submitted to OPC by [REDACTED] is forwarded herewith as Enclosure (a). It would be appreciated if the addressees would analyze the report and advise this office concerning the validity and practicality of the several suggestions and recommendations contained therein. Also, it is suggested that your comments on this subject include a discussion of the services existent and potential which can or should be rendered for OPC in the field of assessment.

[REDACTED]

Chief, Personnel and Training Division  
Administration and Logistics Staff, OPC

cc: Chief, Administrative Staff, OSO

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